

Summary Report from Secretary's Safety Subcommittee

TO: Division/Office/Program Directors		Month/Year: August 2010
This summary report is provided to you as part of the NCDENR safety program. Consistent with the safety program its content is to be shared with all employees at their regularly scheduled Division/Program/Office safety committee meeting.		
Meeting Date: August 10, 2010	Location: NC Aquariums' Administrative Office ATTENDANCE: Members present are noted with a (P): David Knight, Chairperson; Asst. Sec. for Natural Resources (P); Michael Bryant, DPS (P); Harlan Frye, DHR; Pat Powell for Cathy Hardy, BPA (P); Chuck Stanfill, Safety Director (P); Mary Penny Thompson, General Counsel /CIO; Will Wike DAQ (P); David Harrison, DSW; Johnny Johnson, DPR (P-Telephone); Jim Edwards, DWM (P), Jessica Johnson, DWR(P); Grace Kemp, DMF(P Telephone), Rosalind Harris (SubCommittee Secretary)(P)	
Summary of Meeting		
Item	Activity or Issue	Corrective Actions and status
Old Business	Safety Log for Injuries OSHA 300 Summary Logs	<ul style="list-style-type: none"> OSHA injury log (OSHA 300) must be used for recordable injuries. Data is also used to complete the annually required state and federal surveys. Twice a year these reports must be submitted to Chuck Stanfill. Missing PPEA and IT logs.
New Business	Safety Culture=5-year goal Emergency Contact Forms must be updated and on file	<ul style="list-style-type: none"> Requested input from various sources. So far reports none received. Goals should be measureable/achievable and mesh with the Mission Statement. Goals should allow for increased safety through Mgrs/Supervisor involvement and motivation of employees. Email was sent from HR to all HRM w/in DENR to collect updated info from all employees
Director's Safety Committee reports <small>submitted this period:</small> AQU DAQ EEP DHR DMF NRPC DPR DWM DWQ DWR	EEP <ul style="list-style-type: none"> 2 Safety Field Audits performed. 1) Water needed in field. 2) Safety assessment for safety footwear. Need field boots. No incidents, P&P or new equipment to review. 	<ul style="list-style-type: none"> Hydration vest packs are due by the middle of August. Field boots selection is in process. SSS NOTE: Specifications and use for each item should be reviewed by division's new equipment safety review subcommittee prior to purchase.

NOTE: Division management ensure that all employees are made aware of the information through regularly scheduled safety meetings. SSS retain this report for five years.

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<p>Director's Safety Committee reports submitted this period:</p> <p>AQU DAQ EEP DHR DMF NRPC DPR DWM DWQ DWR</p>	<p>DAQ</p> <ul style="list-style-type: none"> Incidents/Injuries include: Stiff back from heavy lifting. Left knee injury from tripping over an anchor bolt during compliance activity. Abatement dates listed are within 1 day of incident. Air monitoring site visited in Greensboro. Safety meetings held in 3 areas. 	<ul style="list-style-type: none"> Employees are to seek assistance in lifting/handling heavy and unsafe items. Anchor bolt to be removed by the facility. SSS NOTE: There is no information listed to indicate the safe or unsafe conditions noted or corrected at the site. SSS NOTE: There is no listing of items discussed or the outcomes brought forth from the safety meeting attendees.
	<p>AQU</p> <p>Fort Fisher:</p> <ul style="list-style-type: none"> Safety Audits for 4 incidents in 5 departments. Deficiencies included: improper container labeling, improper wood shop use, lack of exit lighting. Operations plan review for current and correct information. <p>Pine Knoll Shore:</p> <ul style="list-style-type: none"> Visitor injuries. Possible illegal substance found in lost wallet. Law Enforcement contacted. Visitor injured finger on oyster shell when getting out of Kayak (1 of 2 oyster shell injuries.) Visitor fell on oyster shells while participating in kayaking activity (2 of 2). Electrical issues on hold due to no staff electrician. Staff member injured ankle while unloading trailer. EE treated at ER. <p>Roanoke Island:</p> <ul style="list-style-type: none"> Held occupational safety week and annual fire safety training. EE noticed potential trip hazard (uncoiled water hose) and reported same. Corrective actions taken to ensure water hoses are properly stored when not in use. Ground cave-ins occurred around new septic tank area. 	<ul style="list-style-type: none"> Deficiencies have a June 10th abatement date. SSS NOTE: No indication that plan was acceptable or if changes were made to it. SSS NOTE: Evaluate injuries for corrective action. Use tailgate meeting/safety to discuss hazards with visitors prior to kayak activity. SSS NOTE: No specific items listed. Division needs to take steps to remove unsafe electrical conditions and work with DENR BPA and Purchase/Services to effect corrective action. SSS NOTE: No corrective action listed for future injury avoidance. SSS NOTE: A <u>GREAT</u> example of employee involvement and of the proactive safety culture at RI. Operations filled in holes. Deepest ones immediately filled. SSS NOTE: What is root cause of cave-in? Contact DENR Division Land Resources and/or Division Soil and Water to assess need for soil compaction method.

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Director's Safety Committee reports submitted this period: AQU DAQ EEP DHR DMF NRPC DPR DWM DWQ DWR	DHR <ul style="list-style-type: none"> Policy and procedure subcommittee met. Committee members reviewed the DENR safety manual table of contents to ascertain if there were any SOPs needing to be updated regarding HR job tasks and location. Suggest other HR employees do the same. Directors Safety Committee was briefed on its role and its interaction with the SSS via reports. Subcommittee chairpersons to work closely with director on outcomes. Off the job safety subcommittee met and discussed sharing information regarding tire changing, heat exposure and AED training. 	<ul style="list-style-type: none"> Subcommittee chair to send requires to review the manual to HR employees. SSS NOTE: Good reinforcement of safety practices by HR management.
	NRPC <ul style="list-style-type: none"> Division reported three employees having seven tick bites. Tick bites were logged onto the division's tick log. 	<ul style="list-style-type: none"> SSS NOTE: No corrective action listed. It's unclear if insect repellent was in use.
	DWQ <ul style="list-style-type: none"> Conducted 8 job site audits and one facility audit. DWQ EE's observed using appropriate safety protocols. First aid kit was restocked. Faulty emergency lighting was an issue in the building. Administrative corrective action used. No staff is to be in the building at night and staff will be moving to Green Square. A laboratory facility safety audit form was developed for use. Laboratory items were added to the form. A new chemical hygiene officer was named at the lab. Tick log form with electronic submission capability was developed. 	<ul style="list-style-type: none"> SSS NOTE: This form is being considered for department wide use.

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<p>Director's Safety Committee reports submitted this period:</p> <p>AQU DAQ EEP DHR DMF NRPC DPR DWM DWQ DWR</p>	<p>DMF –</p> <ul style="list-style-type: none"> Management sent email reminding section supervisors that safety audits need to be completed by June 15th. New Equipment Safety Review subcommittee reviewed proposed equipment purchases using new form that answers questions the committee has had in the past. Division safety policy manual is making progress. Working on formatting and consolidation of various policies. Suggestion to move workers' comp forms used by DMF to division HR intranet. 6 incidents. 1) Moving office material from top shelf heavy object fell on EE foot. 2) Elbow injury while cutting netting. 3) EE was rear ended by private party. 4) EE pulled himself onto dock straining shoulder. 5) EE slipped on ice and fell at building entrance. 6) EE cut hand while cutting frozen bait. OSHA citation for lack of toilet facilities on vessels. Settlement agreement reached with OSHA. Division scheduled defensive driving class for up to 50 individuals. 	<ul style="list-style-type: none"> SSS NOTE: Good reinforcement of safety practices by DMF management. SSS NOTE: Will get copy to share with other divisions. SSS NOTE: Form location is not an issue as long as the immediate supervisor is <u>actively involved</u> in the claims management process throughout the claim life. WC claims management is a combined effort of supervisors, the HRM and others in and outside of the department. Ensure that the forms are linked to DENR forms page as they are the most current forms. Root cause/corrective action: Reaching in an area unable to see. Use ladder to move objects on top shelf. 2) Use sharper knife to avoid joint stress. 3) Private party made unsafe movement. 4) Low tide, windy conditions creating disparity between boat and dock height. Supervisors to discuss options for safer boarding in special conditions. 5) Walkway had ice on it from snowstorm.. Walkways to be cleared in a timely manner. 6) Bait was frozen and no Kevlar glove in use. Thaw bait before cutting and use Kevlar glove. DMF agreed to the citation and implemented corrective action as stipulated in OSHA consent. SSS NOTE: Other divisions with boats/marine vessels will need to be aware of this settlement and the agreed to corrective actions. (Placing toilets on the vessel.) SSS NOTE: An excellent, proactive step.

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Director's Safety Committee reports submitted this period: AQU DAQ EEP DHR DMF NRPC DPR DWM DWQ DWR	DPR (1st & 2nd Qtr 2010) <ul style="list-style-type: none"> • 2009 stats reported to the DDSC • Safety meetings included discussions on off the job injuries, off road vehicle safety. • Providers of the ATVs are being asked to provide training material for DPR use. DPR has looked at DFR's ATV training as well. • Boater safety training for park personnel that use boats/water vessels is under discussion. • Light bars have been ordered and installed on maintenance vehicles. • Ticket booths to have phone access. Question regarding use of the phone during an emergency situation. • Emergency response plans to be updated and a copy provided to the division before 3rd quarter. 	<ul style="list-style-type: none"> • SSS NOTE: If a phone is present it must be made available for use during emergency situations.
	DWM <ul style="list-style-type: none"> • Apr/May/Jun conducted Training & meetings on safety issues. • Safety and Risk Management for Supervisors and Managers provided. • Field Inspections identified improper decontamination procedures in use. Procedures corrected and proper equipment received. • Noise monitoring provided to DFR by DWM safety consultant. • Safety audit of Raleigh office found damaged electrical outlet and a vending machine too close to a wall. Corrective action included notifying building owner to make corrections.. 	

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Director's Safety Committee reports submitted this period: AQU DAQ EEP DHR DMF NRPC DPR DWM DWQ DWR	DWR <ul style="list-style-type: none"> • Worksite/jobsite audit conducted. No items noted. 	<ul style="list-style-type: none"> • SSS NOTE: No comments or abatements noted.
Chairperson Signature	<i>David Knight</i>	